

INDIANA FIRE ACADEMY TRAINING SYSTEM
A Division of Indiana Homeland Security
Fire Officer II



Evaluator Handbook for Fire Officer II practical skills

Reference material needed for this course:

NFPA 1021 Standard for Fire Officer Professional Qualifications, 2014 Edition
IFSTA Fire Department Company Officer 5th Edition
Fire Department Policies and Procedures are required for this test.

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Skill Sheet #1, Human Resource Management

Initiate action to maximize member performance and/or to correct unacceptable performance, given human recourse policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.

Directions

The candidate will assume the role of a fire officer. Candidate must listen carefully to determine the true nature of the problem. Candidate will determine an initial course of action (within the scope of authority), explain the course of action to the member, and make appropriate verbal notification and written documentation per department policy. Candidates shall provide a copy of their department policies. This session will be completed in class as a role playing exercise. All candidates must complete two scenarios. Evaluators can choose to use one of the scenarios we have provided or they can create their own as long as the intent of the standard is met.

Task Steps	
1.	Adequately describe to the firefighter the nature of the problem
2.	Make it clear in plain language what level of performance is expected
3.	Choose an action designed to correct unacceptable performance
4.	Inform the firefighter of the corrective action to be taken.
5.	Follow human resources policies, procedures, or guidelines
6.	Complete a written report documenting the problem and action taken

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

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Skill Sheet # 2, Human Resource Management

Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures.

Directions

The candidate will assume the role of a company officer conducting a job performance evaluation of an assigned subordinate member. Using department and human resource policies and procedures, personnel records/forms and a job description, conduct a performance evaluation interview and make a written report. The evaluator can choose to use the form and scenario provided or they can choose to use their own as long as the intent of the standard is met. This is to be completed as an out of class assignment.

Task Steps	
1.	Gather all available performance information prior to evaluating
2.	Follow applicable policies/procedures and maintain privacy
3.	Measure employee performance against the written job description
4.	Plan the evaluation interview as a tool to enhance performance
5.	Make a written report of performance on proper form/record
6.	Use positive rather than negative reinforcement whenever possible.

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Skill Sheet #3, Administration

Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position.

Directions

The candidate will create a professional development plan for a Supervising Fire officer or a Managing Fire Officer. The candidate shall also submit a written justification for a professional development program to a senior officer. The professional development plan shall include minimum training requirements (fire certifications), minimum educational requirements (higher education courses or degree), minimum experience requirements, required self development and a realistic implementation timeline. The candidate shall use their agency's policies and procedures that relate to professional development or promotions, the IAFC Officer Development Handbook and their student text. The document should be a copy and paste from any of these documents and should exhibit realistic expectations from their agency. This is to be completed as an out of class assignment.

Task Steps	
1.	Read and understand all associated documents (policies, IAFC Handbook, text)
2.	Develop professional development criteria
3.	Create professional development plan/ensure the following areas are addressed <ul style="list-style-type: none">• Training Requirements• Education Requirements• Experience Requirements• Self Development Requirements
4.	Ensure realistic expectations
5.	Establish an implementation timeline

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Skill Sheet #4, Administration

Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.

Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.

Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that effective change is implemented in a positive manner.

Directions

The candidate will create a written document containing a recommendation to a senior officer. Determine a need and propose a change to a policy/procedure or create a new policy/procedure in accordance with departmental goals to solve a problem. The problem must be related to operating with an allied agency such as another fire jurisdiction, law enforcement or EMS agency. The candidate shall determine a need within their organization and propose a solution to the need. Then write a proposal and an amended or new policy/procedure and prepare it for submission to the fire chief. This is to be completed as an out of class assignment.

Task Steps	
1.	Determine a need
2.	Make a written proposal to senior officers with the following criteria <ul style="list-style-type: none">Clearly addresses an organizational needHow the change will benefit the department and communityApproximate costSolution is clear and well written
3.	Amend or create a new policy or procedure that is in line with the solution
4.	Direct the written proposal to the appropriate person
5.	Utilize effective format for proposal writing

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Skill Sheet # 5, Administration

Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.

Directions

The candidate will prepare a budget in the proper format and accompanied by supporting data for a department project. Candidate will use department records, policies, procedures or guidelines to develop the project budget. This is to be completed as an out of class assignment. Evaluators can use the scenario and budget forms provided or they can create their own.

Equipment & Materials

- Budget forms
- Policies and procedures

Task Steps	
1.	Make a written budget proposal for the appropriate person
2.	Allocate and account for all capital, operating and personnel costs
3.	Use the correct type of budget for the project/department
4.	Justify the budget, cost vs. benefit
5.	Utilize clear and concise written communications
6.	Follow the department's policies, procedures and guidelines

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Skill Sheet #6, Administration

Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding.

Directions

The candidate will prepare a document that outlines their agencies procedures for processing bids for purchase. They are to obtain a copy of their agencies purchasing policy, select a project and explain in detail from request to bid award how the process would work to ensure a successful bid award. This is to be completed as an out of class assignment.

Equipment & Materials

- Data to be gathered by candidate
- Purchasing policies and forms

Task Steps	
1.	Gather all applicable information before beginning
2.	Describe the process of soliciting for bids both verbally and in writing
3.	Describe the process of awarding bids both verbally and in writing
4.	Describe the process of purchasing both verbally and in writing
5.	Ensure competitive bidding is utilized
6.	Utilize clear and concise written communication

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Skill Sheet #7, Administration

Candidate will prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.

Directions

You have been assigned as the coordinator for this year's fire prevention activities. This year you have arranged a parade that will travel 2 miles through the heart of town. At the conclusion of the parade you are having a fire apparatus display and community picnic with jump castles, smoke house and fire prevention games. A local news crew has asked to do a story on it and the fire chief has asked you to prepare a news release. Your news release shall be in accordance to your fire departments policies and procedures. This is to be completed as an out of class assignment.

Materials

- Topic or event
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Task Steps	
1.	Create a written news release
2.	Gather all applicable information before beginning
3.	Utilize proper news release format
4.	Obey applicable policies and procedures
5.	Communicate effectively in writing
6.	Produce a clear and effective message

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Skill Sheet #8, Administration

Prepare a concise report for transmittal to a supervisor, given fire department records(s) and a specific request for details such as trends, variances, or other related topics.

Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization.

Directions

You have been asked to analyze your run times from the last three months in your response district. You will need to look at the dispatch time, time in route, time of arrival to determine how long it takes for the units to go enroute and your travel time. You shall also collect time of day to see what impact it has your response times. Prepare a report to your supervisor that explains your findings and include any problems you found such as impact of high traffic areas and times and possible solutions for corrective actions. This is to be completed as an out of class assignment.

Equipment & Materials

- Specific request from supervisor
- Department records

Task Steps	
1.	Collect run data
2.	Sort data and determine response times
3.	Sort by time of day
4.	Identify all trends
5.	Prepare your final report to your supervisor
6.	

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Skill Sheet #9 – Emergency Service Delivery

Produce operational plans, given an emergency incident requiring multi-unit operations, so that required resources and their assignments are obtained and plans are carried out in compliance with approved safety procedures resulting in the mitigation of the incident.

Develop and conduct a post-incident analysis, given a multi-unit incident and post-incident analysis policies, procedures and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.

Directions

The candidate will assume the role of company officer supervising the first-due fire company at a structure fire. Candidate will assign tasks or responsibilities in a complete, clear and concise manner so that safety considerations are addressed and desired outcomes are conveyed. Candidates shall fill out the appropriate IAP forms as provided by IDHS. This is to be completed as an in class role play exercise.

Task Steps	
1.	Assume command and give a thorough size up <ul style="list-style-type: none">• Size of structure• Percentage of involvement• Initial assignments
2.	Determine incident priorities and initial strategic goals <ul style="list-style-type: none">• Rescue• Water Supply• Fire Attack
3.	Assign tasks or responsibilities to unit members at an emergency. Give instructions that are complete, clear and concise
4.	Confirm understanding of assignments
5.	Convey desired outcomes
6.	Efficiently utilize personnel and equipment available to the company
7.	Conduct a post-incident analysis using proper policies, forms and procedures

Skill Sheet #10 - Inspection and Investigation

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Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data and/or sketches, to determine if arson is suspected.

Equipment & Materials

- Real or simulated fire Incident scene
- Witness statements
- Photographs, diagrams, sketches, pertinent data
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Task Steps	
1.	Determine point of origin
2.	Identify a preliminary cause of the fire
3.	Utilize all sources of Incident information available
4.	Use appropriate investigation techniques
5.	Document all procedures and results of preliminary investigation
6.	Include all pertinent data with the preliminary investigation report

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Skill Sheet #11 – Emergency Service Delivery

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Develop and conduct a post-incident analysis, given a multi-unit incident and post-incident analysis policies, procedures and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.

Directions

The candidate will read the directions and incident scenario provided then completes a Post Incident Analysis Information Form. Candidate will also prepare a corrective action recommendation report.

Task Steps	
1.	Read the scenario and dispatch logs from the incident provided
2.	Complete the Post Incident Analysis Information Form ensuring all fields are completed
3.	Prepare a report that identifies any problems encountered and any recommendations for corrective actions.

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Skill Sheet #12 – Health and Safety

Analyze a member's accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor.

Candidate will assume the role of Fire Dept. Company Officer and will conduct an initial accident investigation involving a fire dept. vehicle, or personal injury. Provided with an actual or simulated accident scenario, complete required reports using the information provided in the scenario, make recommendations on preventing future similar accidents, and convey responsibility for the accident to the appropriate person, candidate will identify safety hazards or unsafe behaviors that may have contributed to the accident. Safety and Investigative policies should be from the candidates department. Evaluators can use scenarios provided by IDHS or create their own. This can be accomplished as an in class role play exercise or an out of class assignment.

For this skills evaluation checklist, students will need:

Equipment & Materials

- Safety policies and procedures
- Persons to act as witnesses if necessary
- Actual or simulated scenario complete with circumstances or witness statements to be presented as the candidate performs the investigation
- Investigative policies and procedures
- Accident report forms

Task Steps	
1.	Freeze apparatus in position to conduct investigation
2.	Make appropriate accident notifications according to policy
3.	Utilize all available resources to document accident conditions
4.	Interview witnesses, including driver/operator to obtain facts or review witness statements
5.	Identify factors contributing to the accident and determine corrective actions
6.	Complete appropriate forms and prepare a report for your supervisor outline cause and corrective actions

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